

# Phytosanitary Certification Guidelines International & Domestic



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## **I. INTRODUCTION**

The State of Idaho does not require anyone to get a phytosanitary certificate (PC) of any type to export a commodity. A PC is required by most importing countries and some states. There is usually little the Idaho State Department of Agriculture (ISDA) and/or the U. S. Department of Agriculture (USDA) can do to remedy the situation when a commodity without the proper PC becomes "stuck" at a port-of-entry.

ISDA, through a Memorandum of Understanding with the USDA, is authorized to issue Federal Phytosanitary Certificates (FPC).

## **II. IMPORT REQUIREMENTS OF FOREIGN COUNTRIES**

Rules and requirements followed in issuing an FPC are set forth in the USDA Export Certification Manual. USDA maintains a database at Purdue University called EXCERPT, that contains the import requirements of most countries. Industry access to the EXCERPT system is available on a subscription basis. Subscription information may be obtained by contacting: Mr. Joe Hegarty, phone (765) 494-4967 (e-mail [jhegarty@ceris.purdue.edu](mailto:jhegarty@ceris.purdue.edu)). Requirements may also be obtained by contacting any of the ISDA employees or offices listed in Appendix A.

Requirements may also be received by the exporter in the form of an Import Permit (IP). An IP generally, but not always, supersedes requirements cited in the importing country's export summary. (See page 12 supporting documents).

## **III. TYPES OF PHYTOSANITARY CERTIFICATES**

### **A. Federal Phytosanitary Certificate**

#### **1. Federal Phytosanitary Certificate (FPC).**

An FPC is issued when a plant commodity from the United States will be shipped to an importer in a foreign country. The format of an FPC is regulated by the International Plant Protection Convention (IPPC). An FPC certifies that the shipment is apparently free from pests and diseases of quarantine significance to the importing country and substantially free from other pests and diseases. General freedom is based on a visual inspection of the shipment or an officially drawn representative sample of the shipment.

To be eligible for an FPC, a plant commodity must meet the following criteria:

- a. Plant commodity was produced (originated) in the United States and the commodity is comprised of plants, plant parts, or something derived from plants, including mushrooms, and is unprocessed.
- b. The commodity meets the import requirements of the destination country; either from the export summary or from an IP.
- c. The commodity, or an officially drawn sample, has been examined visually and found free from pests and pathogens of concern to the importing country.
- d. A commodity considered "unrestricted" by the importing country may still be issued a PC, though one is not required.

## **2. Export Certificate Processed Plant Products Certificate (PPC)**

A PPC is issued to expedite entry of a processed commodity with a history of phytosanitary concerns to the importing countries. It is not a phytosanitary certificate. It does not certify plant health. A PPC may be issued under the following circumstances:

- a. Only for processed products listed in EXCERPT.
- b. The acceptable processed product originates in the US.
- c. Processed product meets the requirements of the importing country.

## **3. Federal Re-export Certificate (FRC)**

An FRC is issued for plants and unprocessed or unmanufactured plant products that have been imported into the US. An FRC certifies that the plants or plant products have been safeguarded against the risk of infestation or infection while in the US.

An FRC may be used under the following conditions:

- a. For plant commodities whose origin is outside the United States and a US exporter wishes to export the commodity to a foreign country.
- b. If any part of a re-export shipment is of foreign origin, and any domestic portion of the shipment cannot be separated from the material of foreign origin, the entire shipment is to be considered foreign for certification purposes (i.e., if a blend of domestic and foreign seed is being shipped, the entire blend lot would be considered foreign).
- c. An FRC may be issued if the foreign country requires that the plants or plant products meet conditions, such as active growth field inspection or area of production freedom from specified

- pests, even when it is not known if these requirements have been met by the country of origin.
- d. If any component of a re-export shipment is known to be prohibited by the importing country, an FRC cannot be issued unless a valid IP is received and the requirements can be met.
  - e. Additional declarations (AD) citing the following may be added to an FRC:
    - 1. "The commodity met the entry requirements of the United States."
    - 2. "IP Number \_\_\_\_ presented." If a valid IP is presented and all conditions from the IP can be met. The IP translation must be certified, see "G. Supporting Documents" on page 12.
    - 3. Any authorized AD citing inspection, testing or laboratory analysis and results if conducted in the US by an approved laboratory or government agency on officially drawn samples. Supporting documents must be originals or a certified true copy (see page 13 "5. Field Inspection Documents" and "6. Laboratory Testing Documents").
  - f. A certified true copy of the PC accompanying the shipment into the US should also be submitted with the FRC application. A copy of the foreign PC may be attached to the FRC and referenced in the appropriate section if a certified true copy is provided to ISDA.
  - g. If more than one commodity and more than one country of origin are on a single FRC, the country of origin of each commodity must be specified in the origin section (i.e. the origin section of an FRC for corn and beans from Chile and Argentina might read as follows: "Chile (beans), Argentina (corn)."

## **B. State Phytosanitary Certificate**

### **1. State Phytosanitary Certificate (SPC)**

An SPC may be issued **only** if the destination is another state or a U.S. territory. The commodity would have to meet any import requirements of the destination state or territory. This certificate is used for nursery stock and other non-seed crops or commodities.

### **2. State Field Inspection Certificate (SFIC)**

The SFIC attests to disease or pest freedom based on "field" or "area" inspection of the crop from which the plant commodity being shipped was harvested. An SFIC is no longer required, but may be issued to

"back up" an AD made on an FPC, or to facilitate shipment of a plant or plant product to another state or US territory.

An SFIC can be issued on any seed crop which meets the following criteria:

- a. The crop was produced in the State of Idaho.
- b. The crop was submitted for individual field inspection or area inspection to ISDA at the beginning of the season in which it was produced.
- c. The crop passed inspection and no diseases or pests occurred, or a pest or disease was observed but is not of quarantine significance to the importing state or country.
- d. The shipment shall not be sampled. An SFIC is issued based on the results of a field or area inspection. The SFIC does not certify freedom from pest or disease based on visual examination of an official sample of the shipment.
- e. **Beans Only**—The crop must pass both field and windrow inspections.

### **3. Seed Inspection Certificate (SIC)**

An SIC may be issued when a seed product is apparently free from harmful pests and diseases based on a **visual or laboratory examination of a submitted or official sample**. Origin of the seed may be a state other than Idaho. The following information is required: variety, lot number, consignor, consignee, and amount of seed to be exported.

### **4. Special Certificate of Treatment, Fact or Reshipment**

A certificate of treatment, fact or reshipment may be used to certify:

- a. That a plant or plant product has been inspected, treated, or maintained as described on the certificate.
- b. The origin of the plant product as being the State of Idaho.
- c. That the area of origin is apparently free from specific pests (i.e., European corn borer is not known to occur in Idaho).

## **IV. APPLICATION FOR A PHYTOSANITARY CERTIFICATE**

Applications may be obtained from ISDA offices in Boise, Twin Falls or from any Plant Industries Investigator (see Appendix A). Applications may also be obtained from the ISDA homepage at "<http://www.idahoag.us>."

**APPLICATIONS MUST BE PROPERLY FILLED OUT ACCORDING TO INSTRUCTIONS.**

**A. Instructions for completing application:**

**1. Federal Phytosanitary Certificate (FPC) and State Phytosanitary Certificate (SPC):**

**TO: The Plant Protection Organization of:** Insert the official name of the country (or state) of destination. The country (or state) entered here must be the same as the country (or state) identified in the "Name and Address of the Consignee" section.

**Date Inspected:** Refers to the date the shipment was inspected by an ISDA investigator.

**A shipment must leave the exporter's custody (exit the country) within 10 to 30 days of shipment inspection depending on the country. The date the bill-of-lading was released is usually considered the shipping date. For specific country requirements see Appendix B.**

**Treatment Section:** Any treatment applied to the shipment may be entered in this section. Date, type, chemical and concentration of treatment must be listed. Fumigations also need duration and temperature (Celsius or Fahrenheit). If an importing country requires specific treatment, this must be followed and listed in the treatment section.

Required treatments must be officially supervised by ISDA or meet the criteria outlined below. If the criteria outlined cannot be met, an ISDA Investigator will witness the treatment start and completion before a treatment is entered on the PC. All fumigations, when officially required by the importing country, must be witnessed by an ISDA Investigator. Except as noted above, the following must be obtained for a treatment to be entered on a PC for companies under a seed treatment compliance agreement with ISDA:

1. A notarized letter stating chemicals used, concentrations, and date of treatment, **OR**
2. The PC application must be signed by a licensed applicator applying the treatment with their license number and date of expiration.

**If a commodity is treated even though treatment is not a requirement of the importing country, the treatment must be entered.**

**Exporter:** The exporter's name and address must be in the US. The address must include at least a name, city and state.

**Consignee:** The consignee's name and address must be in the same country listed in the "To: The Plant Protection Organization of:" section. Addresses must include at least the name, city and country. **Only one consignee per PC is allowed.** The use of phone and fax numbers will be allowed only for those persons or divisions within the consignee's company. **Do not** use statements such as "In-care-of" (c/o), "Attention to," Agent for" or "Notify."

**Name of Produce and Quantity Declared:** Commodity names will be kept as general and generic as possible. For example, pinto beans for seed would be "Bean Seed." Pinto beans for consumption would be "Beans." Other examples would be Pine Lumber, Bluegrass Seed, Pine Trees, In-Vitro Potato Plantlets. Quantity must be a recognized unit of measure. Units may be metric. Some countries may require units to be in a specific format (i.e., Mexico and Austria – metric).

**Botanical Name:** If the commodity is for propagation, genus and species must be stated. It is the responsibility of the person/company requesting the PC to provide the accurate genus and species on the application. If the commodity is for other than propagation, genus alone is acceptable. **Variety names or sub-species cannot be included with the botanical name.**

**Number and Description of Packages:** This section lists the number and type of shipping containers (i.e., 20 - 50 pound paper bags).

**Distinguishing Marks:** Enter the markings exactly as they appear on the containers, cartons, bags, bales, boxes, products, truck licenses, or railway cars. If there are no distinguishing marks, enter "None". If there is not enough space to list all entries, then enter "See attachment" and create a continuation sheet. "As Addressed" or "As Marked" are unacceptable statements. **Note: Sewn-on tags are not considered permanently attached.**

**Place of Origin:** County, and/or State, and Country where the commodity was produced. Origin is not where the commodity



was treated, packed or ultimately shipped from (i.e., if the carrot seed was grown in California and packed in Idaho, the origin is California).

**Means of Conveyance:** This refers to how the commodity is going to be shipped to the importer. Write “air freight,” “ocean freight,” “ocean vessel,” “railroad,” or “truck line.” Be specific with mail shipments (i.e., air express mail, surface mail, DHL, or Federal express.) “Unknown” is not acceptable in this section.

**Port of Entry:** Port of entry is where the commodity will enter in the importing country. Some countries require specific classes of commodities to enter specific ports. Please consult the summary of the importing country for specific requirements. It is acceptable on the PC to enter “Unknown” in this section unless it is specifically required by the importing country.

**Additional Declarations:** The AD section is for adding information about the consignment required by the importing country through an IP or EXCERPT summary notation. Only ADs specifically required by the importing country are authorized. ADs may include a reference to an IP, certification of disease freedom based on field inspection, laboratory analysis, or area freedom depending on specific wording of the importing country’s requirements. ADs for variety type or genetic resistance to a pest or disease are not permitted on an FPC. An example of an acceptable AD would be “Parent plants were inspected during active growth and found free from pea bacterial blight caused by Pseudomonas pisi.” This particular AD would require documentation that the crop was field inspected and found free from that disease.

**ISDA Inspected Lots:** On the back side of the application, please fill in the species, variety, lot number, quantity, year/location/grower, and state number for Idaho inspected lots, under the heading “Idaho Dept of Agriculture Inspected Crops.” For listing blend lots, please see Appendix F on page 23.

For lots not inspected by ISDA, out-of-state origin lots and ICIA inspected lots, fill in the species, variety, lot number, quantity, year/origin/grower, and any other pertinent information, under the heading “Idaho Origin Non-Inspected, ICIA Inspected & Out of State Origin Crops”

## 2. State Field Inspection Certificate (SFIC):

- a. Check the type of certificate requested at the top of the form: visual, Rhizomania, or special.
- b. Date of the request.
- c. The producer.
- d. Species (only one species per SFIC).
- e. The exact variety name the crop was produced under as it appears on the Crop Inspection Report. **If another variety name is to be used, the original variety name must be in parentheses with a signature next to it on the application form.**
- f. The exact lot number the crop was produced under as it appears on the Crop Inspection Report. **If another lot number is to be used, the original lot number must be in parentheses with a signature next to it on the application form.**
- g. Amount of product to be shipped.
- h. Year, area of Idaho produced in and grower name.
- i. State inspection number (state number) as it appears on the Crop Inspection Report.
- j. Name and address of consignor and consignee.
- k. Bag marks. Anything may be entered here as long as it is a mark on the container/package. Letter of credit numbers, lot numbers, variety name, consignee address may all be entered in this section as long as they are permanently stenciled on the packages and may be used to identify the shipment by the importing country/state port authorities.
- l. If the consignee is a foreign address of a country that requires an FPC and no FPC in addition to the SFIC certificate is requested, the following statement will be placed in the remarks section: "The USDA export certification manual summary for (*country*) states that a United States Federal Phytosanitary Certificate must accompany shipments of (*crop*)."
- m. **If an SFIC is issued in conjunction with an FPC, names, addresses, quantities and bag marks must match exactly.**

### **B. Making an appointment for an inspection or official sample drawing**

Appointments for inspection will be accepted on a first-come, first-served basis. Schedule samplings and inspection 24 to 48 hours in

advance. If you are in Northern Idaho, call the investigator nearest to you. In the Treasure Valley, call "The Phyto Line" at (208) 332-8629. In Magic Valley and Eastern Idaho, call "The Phyto Line" at (208) 736-3032. If you have questions, you can call (208) 332-8620 in the Treasure Valley and (208) 736-2195 in the Magic Valley. These phone numbers, fax numbers, and e-mail addresses are all listed in Appendix A. **Walk-in inspections must be made by appointment.**

### **C. Shipment Inspection**

**Each lot in the shipment must be accessible from at least two (2) sides.** Bins must be placed on the ground, and pallets of bagged material can be no more than two (2) pallets high. **The investigator should be reasonably accommodated in order to safely retrieve representative samples.**

All shipments must be examined to see that they match the descriptions presented on the application. The sample(s) is(are) examined for excessive dirt, sclerotia, obvious fungal, bacterial or weed contamination, and insect damage (items of a phytosanitary nature). Samples are not examined for purity, off-seed types, etc. Companies can request that the official sample(s) be returned.

### **D. Shipment Sampling**

There are three sampling procedures available:

1. An authorized investigator will probe a representative number of containers (bags, bins or boxes) to obtain a random sample of the entire shipment. *The random sample must be taken from the containers in which the commodity is being shipped.* The number of containers sampled varies with the size of the shipment. If the lot or seed type in the shipment is made up of six (6) or fewer containers, all six (6) are sampled. If more than six (6) containers make up a single lot, ten percent (10%) of the containers plus five (5) are sampled to a maximum of thirty (30). A minimum of six (6) containers are always sampled. ISDA reserves the right to sample more than thirty (30) containers if the shipment is so large that sampling only thirty (30) would not yield a representative sample.
2. Companies can request examination of the entire shipment on-site if it is under fifty (50) pounds or is composed of small sample packages. This would most commonly be done with small research samples. ISDA reserves the right to remove and examine an official sample of the shipment if the investigator

deems it is warranted.

3. Automatic samples may be accepted by ISDA in lieu of an officially drawn sample under the following conditions:
  - a. The method used in obtaining the automatic sample is inspected and approved by ISDA.
  - b. The sampling procedure is automatic from all portions of the shipment and is completely random in nature.
  - c. The company has signed a compliance agreement with ISDA concerning accepting automatic samples. Please contact ISDA for information.
  - d. ISDA reserves the right to draw an official sample from the actual shipment.

#### **E. Sampling for Laboratory Analysis**

The sampling protocol used by ISDA investigators was established by the Association of Official Seed Analysts (AOSA) or International Seed Testing Association (ISTA) guidelines (1,000 grams minimum). For any questions, call the ISDA Seed Lab at (208) 332-8630. ISDA will dispose of excess samples unless the owner of a sample makes a different arrangement with ISDA investigators. Procedures followed by authorized ISDA investigators (Appendix E) in taking official samples for Seed Lab, Plant Pathology Lab or Nematode Lab testing are as follows:

##### **LARGE SEED:**

<u>LOT SIZE</u>	<u>SAMPLE SIZE</u>
< 10 pounds	Negotiable
10 - 15 pounds	0.5 pounds
15 - 25 pounds	1.0 pounds
25 - 50 pounds	1.5 pounds
50 - 200 pounds	2.0 pounds
200 - 1,000 pounds	3.0 pounds
> 1,000 pounds	5.0 pounds for every 10,000 pounds or portion thereof

##### **SMALL SEED:**

<u>LOT SIZE</u>	<u>SAMPLE SIZE</u>
< 25 pounds	Negotiable
25 - 100 pounds	1/4 pound
100 - 10,000 pounds	1/2 pound
10,000 pounds or Greater	1 pound for every 10,000 pounds or portion thereof

## **F. Nematode Analysis**

The above sampling scheme is followed and a one-half (½) pound subsample (minimum fifty [50] grams) is taken for each shipment or lot. The subsample must be sealed and initialed by the ISDA Investigator. A nematode analysis sheet will be left with the company to send with the sample to the University of Idaho Nematology Lab in Parma. The Nematology Lab's address is: 29603 U of I Lane, Parma, ID 83660.

## **G. Supporting Documents**

### **1. Import Permit (IP)**

IP is obtained by the importer and sent to the exporter. If the exporter wants an IP number referenced on the PC, **a copy of the IP and a certified English translation of the entire (top-to-bottom) IP must be provided by the exporter to ISDA.** To certify a translation of an IP, the company or applicant for the FPC must place the following statement on or attach to the translation:

"I certify that this is a true translation of Import Permit No. \_\_\_\_\_  
Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Date: \_\_\_\_\_

All requirements of the IP must be satisfied prior to issuance of an FPC. When an IP is listed as "required" on a non-prohibited commodity and one is not presented, an FPC can normally be issued with the AD "No import permit presented." For prohibited commodities or when an IP is required and EXCERPT says "Do not certify unless an IP is presented," an FPC cannot be issued until a valid IP is presented.

### **2. Release Letter**

A release letter is required when a company is applying for a PC for an Idaho grown seed lot they purchased from another company. Release letter must include variety, lot, quantity sold, year grown and state number. See Appendix D for example of a Release Letter.

### **3. Inventory**

ISDA maintains inventory records for all plant commodities inspected in the field by ISDA and crops inspected in the field by ICIA under the Phytosanitary Inspection Program. For ISDA and ICIA field-inspected commodities, the company must provide an **actual** clean weight of

each lot in the shipment. This can be done on the back of the application form. No PC will be issued for any ISDA field-inspected or ICIA Phytosanitary Inspection Program seed lot without an adequate inventory balance. The ISDA makes an allowance for bag and treatment gain of three percent (3%) for each lot.

#### **4. Blends**

If a seed lot that was not field inspected in Idaho is blended with an Idaho field-inspected lot, the resulting lot will be treated as a non-Idaho field-inspected lot for phytosanitary certification. If two Idaho field-inspected lots are blended, the resulting lot will be eligible for certification at the level of the component with the least amount of certification. See Appendix F on Page 23 for samples of listing blends on a PC application.

#### **5. Field Inspection Documents**

Many countries require additional verification that commodities were inspected during active growth and found free from specific pests and pathogens. If the origin of the commodity is Idaho, the variety, grower, number of acres, lot number and state number must be provided to ISDA.

If the origin of the commodity is not Idaho, the applicant must provide ISDA with the original or a certified true copy of the inspection document. ISDA investigators can certify a copy as an original when presented an original and a copy to certify. This way the applicant will retain the certified true copy. A fax of an official inspection document shall be accepted if faxed directly to ISDA by the certifying agency of the state of origin.

#### **6. Laboratory Testing Documents**

All testing done to meet phytosanitary requirements must be performed on an officially-drawn sample by an authorized agent from the lot of which the shipment will later be taken or from the shipment itself. An original or certified true copy of test results must be attached to the FPC application before the FPC can be issued. ISDA investigators can certify a copy as a certified true copy when presented an original and a copy to certify. This way the applicant will retain the original and/or certified true copy. A fax of an official analysis document shall be accepted if faxed directly to ISDA by the certifying agency of the state of origin or approved laboratory.

Some importing countries require laboratory testing to establish freedom from certain diseases and pests. Examples include: EUN requires freedom from leaf and stem nematode (Ditylenchus dipsaci) for alfalfa seed; Australia requires freedom from Bean common mosaic virus. These tests must be performed by an approved laboratory such as the ISDA or the University of Idaho laboratories.

## **V. ISSUANCE OF PHYTOSANITARY CERTIFICATES**

### **PROCEDURES:**

- a. Submit to ISDA a properly completed PC application and all additional documentation (field inspection reports, IP, release letters, lab test results, etc.) required to satisfy requirements of the importing country.
- b. ISDA verifies the shipment to see that it matches the application. A random representative sample of the shipment is inspected for the presence of pests.
- c. The completed application form is signed by the ISDA Investigator and either hand-delivered or faxed to the office.
- d. ISDA checks for all required paperwork and the inventory for ISDA and ICIA field inspected seed lots.
- e. The completed PC will be mailed, or upon request, faxed or sent by Federal Express at the exporter's expense. The company can also make arrangements to pick up PC at the office.
- f. The applicant will be billed at the address listed on the application unless other arrangements or a request is written on the bottom of the PC application.

A PC is generally issued within 48 hours of receipt of the application, sampling and inspection PROVIDED the shipment meets all the requirements of the country of destination and all the supporting documents are in order. Applications are processed in the order that they are received unless rush service is requested (See below).

**Rush Service** - ISDA will inspect, sample and issue the PC based on the applicant's time frame on a case-by-case basis provided all phytosanitary requirements can be met and supporting documents are in order. The fee is one hundred dollars (\$100) per PC in addition to the customary charges. See Appendix C for fee schedule.

## APPENDIX A

Idaho State Department of Agriculture  
Division of Plant Industries  
2270 Old Penitentiary Road  
P. O. Box 790  
Boise, Idaho 83701-0790  
Ph. (208) 332 – 8620/Fax. (208) 334 - 2283

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APPENDIX B

**TIME LIMITS  
BETWEEN INSPECTION OR DATE OF ISSUE AND EXPORTATION**

If the country is:	Then the maximum time limit:
Austria, Belgium, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Netherlands, Poland, Portugal, Romania, San Marino, Slovakia, Slovenia, Spain, Sweden, Switzerland, United Kingdom, Vatican City State	Between the <b>issuance date</b> and the shipping date is  <b>14 calendar days</b>
Australia	Between the <b>inspection date</b> and the shipping date is <b>21 calendar days</b>
Colombia	Between the <b>issuance date</b> and the shipping date is <b>10 calendar days</b>
Bangladesh, Canada, Hong Kong, Israel (vegetative propagative material), Morocco, New Zealand, Norway, or South Africa	Between the <b>inspection date</b> and the shipping date is <b>14 calendar days</b>
Serbia and Montenegro	Between the <b>inspection date</b> and the shipping date is <b>15 calendar days</b>
Turkey	Between the <b>inspection date</b> and the shipping date is <b>20 calendar days</b>
Other than those listed above	Between the <b>inspection date</b> and the shipping date is <b>30 calendar days if not otherwise listed in the export summary under the definition for phytosanitary certificate</b>

**NOTE:** Do not issue export certificates if the time limit between inspection (or issuance date for EU countries) and the shipping date has been exceeded unless the shipper presents a bill of lading showing the plant or plant product was shipped within the prescribed time.

**FEE SCHEDULE**

**1. Phytosanitary Certificates.**

**a.** All Federal Phytosanitary Inspection Certificates or like documents: forty dollars (\$40) per certificate.

**b.** State Phytosanitary Inspection Certificates or like documents: twenty-five dollars (\$25) per certificate.

**2. Phytosanitary Certification And Like Inspections And Official Treatment Observations.**

**a.** Officially Drawn Samples: (i.e., phytosanitary certificates, purity and germ samples, referee samples, lab analysis) - twenty dollars (\$20) per sample.

**b.** Submitted Samples: twenty dollars (\$20) per item submitted.

**c.** Treatment Observations: for official verification of seed treatment, seed lot fumigation, cold storage treatments, and treatment of agricultural products brought into to the state in violation of a state quarantine, fees shall be thirty dollars (\$30) per hour (including travel time), and any per diem incurred. Per diem shall be at established state rates.

**d.** Rush service fees shall be one-hundred dollars (\$100) per certification which will be in addition to the normal phytosanitary certification charges outlined in this section.

**e.** Request for phytosanitary or treatment observation services after normal working hours, on weekends, or holidays shall be subject to overtime and state per diem charges in addition to the normal charges outlined in this section.

**3. Area Inspections.** Area Inspection: fourteen cents (\$.14) per hundred-weight.

**4. Plant Pathological Laboratory Services.** Fees available upon request.

**5. Special Project Fee.** Special projects not covered by existing fee schedule may be billed at twenty-five dollars (\$25) per hour with a minimum twenty-five dollar (\$25) fee. Special projects, include but are not limited to, research, lot history verification, data entry, sales and purchases, transfer of lots into ISDA database, ISDA training of private company personnel or any other circumstance approved by the Director.

APPENDIX D

**SAMPLE RELEASE LETTER**

Wondergrow Seed Company  
222 Miracle Sprout Road  
Somewherein, ID 02020

December 2, 2000

Idaho State Department of Agriculture  
P.O. Box 790  
Boise, ID 83701

To Whom It May Concern:

Wondergrow Seed Company has sold to Willbegrow Seed Company,  
Nampa, Idaho the following lot of corn seed:

<u>VARIETY</u>	<u>LOT NO.</u>	<u>QUANTITY</u>	<u>YEAR</u>	<u>STATE NO.</u>
Corncob	2072	25,000 lbs	1996	WOND-96-CO-001

*\*If a state number is not available, please provide origin, location, and grower.*

---

Selling Company Representative Signature

## APPENDIX E

### APPROVED SAMPLERS WHO ARE LICENSED TO PULL OFFICIAL SAMPLES UNDER FEDERAL SEED ACT ---- 1998

Investigators listed with **Federal Grain Inspection Service (FGIS)** are also authorized, under certain circumstances, to pull official samples for federal phytosanitary certification. Contact ISDA in Boise or Twin Falls for information.

Investigators listed with **Idaho Crop Improvement Association (ICIA)** are also authorized to pull official samples for testing at the Idaho State Seed and Pathology Laboratories, and for nematological testing. **ICIA investigators are not authorized to pull phytosanitary samples.**

Investigators listed with the **Idaho State Department of Agriculture (ISDA)** are authorized to pull official samples for laboratory testing under the Federal Seed Act and for federal phytosanitary certification

Investigators listed with the **Idaho State Seed Laboratory (ISDA SL)** are authorized to pull official samples for laboratory testing under the Federal Seed Act.

NAME	TELEPHONE	AREA	AFFILIATION
Lane Anderson	549-1693	Treasure Valley	USDA GIPSA FGIS
Mary Baker	326-6461	Magic Valley	USDA GIPSA FGIS
Mindy Cheney	543-2104	Magic Valley	USDA GIPSA FGIS
Betty Davis	459-0493	Treasure Valley	USDA GIPSA FGIS
Allan Dreher	326-5264	Magic Valley	USDA GIPSA FGIS
Arvil Hanshew	436-6934	Magic Valley	USDA GIPSA FGIS
Wayne Harris	289-5891	Northern Idaho	USDA GIPSA FGIS
James Simpson	233-8303	Southern Idaho	USDA GIPSA FGIS
Dustin Young	233-8303	Southern Idaho	USDA GIPSA FGIS
Virginia (Ginny) Huckstep	882-4833	Northern Idaho	USDA GIPSA FGIS
Randy Lunning	882-4833	Northern Idaho	USDA GIPSA FGIS
Shane Minden	882-4833	Northern Idaho	USDA GIPSA FGIS
Robert Petersen	882-4833	Northern Idaho	USDA GIPSA FGIS
S. Lynette Scalise	882-4833	Northern Idaho	USDA GIPSA FGIS
Howard Belyeu	884-8225	Boise	ICIA
Scott Blake	773-0156	North Idaho	ICIA
Brent Briggs	522-9198	Eastern Idaho	ICIA
Mick Goff	699-0880	North Idaho	ICIA
Sam Jennings	884-8225	Boise	ICIA
Greg Lowry	884-8225	Boise	ICIA
Monte Miller	733-2468	Twin Falls	ICIA
Rodney Andreason	678-2778	Burley	ISDA
Christine Braumiller	265-2092	North Idaho	ISDA
Ann Brueck	332-8620	Boise	ISDA
David Chase	922-2297	Boise	ISDA

NAME	TELEPHONE	AREA	AFFILIATION
Eoin Davis	332-8620	Boise	ISDA
Julia Chavez-Reynoso	442-5416	Boise	ISDA
Brad Saito	332-8620	Boise	ISDA
Michael Cooper	332-8620	Boise	ISDA
Brad Newbry	736-2195	Twin Falls	ISDA
Suzanne Pfeffer	286-0854	Boise	ISDA
Gary Smith	525-7023	Eastern Idaho	ISDA
Garry West	736-2195	Twin Falls	ISDA
Richard Lawson	332-8630	Boise	ISDA
Sharon Weber	332-8630	Boise	ISDA SL

# APPENDIX F

## SAMPLES LISTING BLEND OF CROPS ON A PC APPLICATION

Each component of the blend must be shown.  
Blend must be given a new blend lot number.

SPECIES	VARIETY	LOT NO.	POUNDS	YEAR/LOCATION/GROWER	STATE NUMBER
GARDEN					
BEANS	BBL 274	B1234	13,021	BLEND – SEE BELOW	
		(001	1,000	03/AREA 8/LEO JONES	SAMP-03-BG-007R)
		(007	5,000	02/AREA 6/HARRY SMITH	SAMP-02-BG-002S)
		(224	2,021	01/AREA 9/JOE SMALL	SAMP-01-BG-101R)
		(948	4,400	00/AREA 10/KEN JACOB	SAMP-00-BG-060S)
		(070	600	99/AREA 7/JOHN WEST	SAMP-99-BG-003S)

Each component of the blend must be shown.  
Blend must be given a new blend lot number.

SPECIES	VARIETY	LOT NO.	POUNDS	YEAR/LOCATION/GROWER	STATE NUMBER
Alfalfa	COWSLUVIT	MV2004	25,842	BLEND – SEE BELOW	
		(MV-1	1,500	03/AREA 8/LEO JONES	SAMP-03-AL-007)
		(MV-2	5,000	03/AREA 6/HARRY SMITH	SAMP-03-AL-002)
		(TV-2	2,021	02/AREA 9/JOE SMALL	SAMP-02-AL-101)
		(GV-1	4,400	00/AREA 10/KEN JACOB	SAMP-00-AL-060)
		(LV-3	12,921	99/AREA 7/BESS DAIRY	SAMP-99-AL-010)